

## DEPARTMENT OF SOCIAL SERVICES

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January 18, 1984

ALL-COUNTY LETTER NO. 84-11

TO: ALL COUNTY WELFARE DIRECTORS

SUBJECT: REPORTING OF FOOD STAMP STATISTICS

## REFERENCE:

This letter is to provide information on reporting of food stamp statistics on the monthly DFA 296 (Food Stamp Caseload Movement Report) form. Monthly Reporting/Retrospective Budgeting (MRRB) in the food stamp program became effective on January 1, 1984, and will affect how some data should be defined as well as reported on the DFA 296 report. In addition, some changes have been made to the DFA 296 report and instructions to cover specific areas which were causing inconsistencies in the data reported. Changes/clarifications are in the following areas:

- (1) County tracking of pending cases.
- (2) County tracking of applications approved.
- (3) Suspended ATP's.
- (4) Definition of a new application vs. recertification with regard to untimely applications for recertification.
- (5) Discontinuances due to CA 7 action and subsequent reapplication.
- (6) Reporting of zero allotment cases.

Following are detailed statements concerning the previously mentioned areas:

1. Changes to DFA 296 Form\*

Items 5a and 5b which require tracking the length of time a case has been pending and items 7a(1) and 7a(2) (which require the tracking of the length of time for application approval) are being deleted from the DFA 296 form. (Changes to the Division 26 Section 26-311 are forthcoming.)

2. Clarifications of DFA 296 Areas Affected by MRRB\*

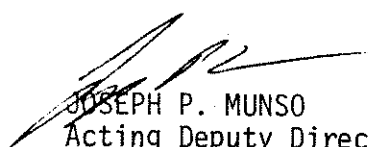
- A. Suspended ATP's - A household whose ATP has been suspended for one month should be considered certified eligible to participate during that month (Item 8a) for DFA 296 reporting purposes. However, if the suspension exceeds one month, the case should be terminated (Item 9) at the end of the first month of suspension. If, after suspension, the case is subsequently reapproved for aid, it would be reported as a new application received (Item 2) and approved (Items 4a and 7a) during the months those actions occurred.

- B. Definition of a new application vs. recertification with regard to untimely applications for recertification - A household reapplying during the last month of their certification period will be considered a recertification (Item 11). A household reapplying any time subsequent to the last month of their certification period will be considered a new application (Item 2 when received; Items 4 and 7 if approved).
- C. Discontinuance due to CA 7 action and subsequent reapplication - If a household is discontinued due to nonsubmission or an incomplete CA 7 and subsequently reapplies, it is reported as a new application (Item 2 when received; Items 4 and 7 if approved).
- D. Reporting of a zero allotment (including less than \$10 in initial month) cases on the DFA 296 form - A zero allotment (including less than \$10 in initial month) case should be reported in Item 8a, certified eligible to participate during the report month.

\* Changes to DFA 296 form and clarifications A, B, C and D have become effective with implementation of MRRB.

This form will be available in pads of 50 from the DSS Warehouse by mid-February. Please order your supply following established procedures for free forms. Until the supply is established you may photocopy the attached form and use for reporting.

If you have any questions please contact Levy St. Mary of the Statistical Services Branch at (916) 322-5462.



JOSEPH P. MUNSO  
Acting Deputy Director  
Administration

Attachment

cc: CWDA

